Old outline

SUPERVISORS' ENGINEERING INSTRUCTION

TO HEELERS ON SHIFT DAY...

WEEK #1

Explain the CRI patchboard and announcer controls fairly completely. Emphasize: difference between and use of, bridge and break; proper use of patch cords -- pull only by plastic handle; warning light procedure.

WEEK #2

Same as previous week, but don't go too deeply into ramifications of all the various patches and switches in CRII. These points will be developed later.

WEEK #3

Sign-on and sign-off procedure gone over. Emphasize: turntables out of gear, power switches off, Christmas Tree, and turning on and off the AM xmitters.

WEEK #4

Cue, talkback, earphone gains explained and shown. Signing of logs, station breaks, spots, etc.

WEEK #5

Mike and tape recorder review and operation. How to air tapes, taping off air, etc. Emphasize: gentle handling and necessity of returning recorders and tape after being used -- not left laying around station; fast forward and stop explained more fully.

WEEK #6

Set up the remotes. Go over the remote procedure from both studio and remote as to synchronization.

WEEK #7

All emergency procedure. Failure of announcer's mike to go on; fire procedure; crump of either channel in either CR, etc.

WEEK #8

Go over the FM procedure to solidify it, especially the readings and signing of engineer's log. General review.

Questions should be addressed to the Chief Engineer if the supe is not certain what he should mention under each area. Also, consult list of engineering lectures and note what has been talked about in the last lecture -- check to see if there are any questions.

DRL/CE